

UAB's School of Health Professions' *Research Travel Award*

Commencing 2023, UAB's School of Health Professions (SHP) is implementing a *Research Travel Award* program as part of the School's Research Investment Plan. This award is intended to financially support junior faculty to disseminate their original research at recognized and credible academic venues.

Award Value and Deadlines

- Monies will be available during the fiscal year (October 1st to September 30th)
- Each award will be up to \$1000
- It is anticipated that 6–8 applications will be funded each fiscal year
- Applications will be assessed as they are received (first-come first-served basis on a rolling basis)
- The SHP will advise when all monies for the fiscal year have been awarded

Eligibility Criteria

- Junior SHP faculty member at Assistant Professor rank
- One application per faculty member per award year
- Proof of accepted research presentation at virtual, in-person, or hybrid event (email confirmation and/or copy of program with the schedule and title of applicant's presentation)
- While not necessarily first author, the applicant must be the presenter at the conference
- Affirmation that research topic aligns with applicant's research program and agenda
- Research presentation can be in the form of a paper, abstract, poster session, symposium, or panel contribution
- Letter from Department Chair (a) affirming faculty member's acceptance at the event, (b) assuring applicant has additional funding, (c) confirming that attendance will enhance and augment applicant's research program and agenda, and (d) ensuring this is not a predatory venue
- Applications submitted *after* the travel/conference dates will not be considered

Application Process

- The travel application form is available at the SHP's website
- Applicant will complete and upload this travel application form and other related documents at the website between one-to-three months in advance of the conference

Notification Process and Receipt of Funding

- All applicants will be advised within 10 days of receipt of a complete application of the results of their application via their UAB email address. This includes information about any offer amount (up to \$1000)
- An approved application must be on file at SHP before disbursement of funding
- Successful applicants must first pay for their travel expenses. Approved funding will be reimbursed upon receipt of a travel expense claim (form is available at the SHP website) with receipts as well as proof of attendance and presentation of research

Allowable Travel-related Expenses (depending on nature and locale of venue)

- Conference registration
- Airfare, train fare, or bus fare (principles of practical and economical)
- Ground transportation (e.g., mileage, taxi, Uber, rental, shuttles, public transit); can include tolls (bridges, roads) and on-campus parking during conference
- Accommodation (single for a standard room); penalties for cancellation allowed only in exceptional circumstances
- Meals per UAB's per diem policy (alcohol cannot be claimed)
- Excess baggage fees cannot be claimed
- Expenses for visas and/or immunization/vaccinations may be allowed if UAB requests the applicant attend a conference